



Content Writing Specialist

POSTING NUMBER **22013**

DATE POSTED	February 15, 2022	APPLICATION DEADLINE	March 1, 2022
DEPARTMENT	Information Systems/Computer Support Center		
SALARY	Starting at \$3,900.00 per month. The council also offers a generous benefits package. Please click here for more information.		
DESCRIPTION	Composes and edits client documentation in the form of manuals, brochures, training materials, e-mails, and web content. Uses innovative solutions and tools for documentation. Uses initiative and independent judgment in the performance of duties.		
RESPONSIBILITIES	<p>Primary responsibilities for this position include:</p> <ul style="list-style-type: none">• Working closely with other team members and other IS sections to produce quality documentation to be used within the legislative environment.• Providing editing assistance with documentation produced by the IS division.• Revising existing documentation as needed.• Performing other duties as assigned.		
QUALIFICATIONS	<p>Experience and strong performance in technical writing and editing. Graduation from an accredited four-year college or university. Experience and education may be substituted for one another.</p> <p>Minimum qualifications for this position include:</p> <ul style="list-style-type: none">• Working knowledge of grammar and syntax.• Attention to detail.• Skill in writing in multiple styles.• Skill in the use of Microsoft Word and Adobe Creative Suite.• Skill in performing basic online research.• Skill in meeting project specifications and deadlines.• Skill in planning, organizing, and preparing assigned projects.• Skill in expressing material accurately, clearly, and concisely, both orally and in writing.		

TEXAS LEGISLATIVE COUNCIL

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- Skill in analyzing and presenting information in a neutral, unbiased manner.
- Willingness to accept and incorporate feedback.
- Ability to learn new software applications.
- Ability to handle multiple projects.
- Ability to work independently and as a member of a team.
- Ability to maintain confidentiality of material and information.
- Ability to work overtime, flexible hours, and occasional on-call duty.
- Ability to maintain professional appearance and demeanor.
- Ability to maintain regular attendance.
- Familiarity with different style guides.
- Knowledge of legislative process.
- Knowledge of SharePoint preferred.

TO APPLY

To be considered, an applicant must submit a resume and a completed State of Texas Application for Employment (available on the council's website: <https://tlc.texas.gov/employment>). If contacted for an interview, a writing sample could be requested.

Submit requested documentation by:

Email

TLCCareers@tlc.texas.gov (preferred method)

Fax

(512) 936-1064

Mail

Human Resources Office
Texas Legislative Council
P.O. Box 12128, Capitol Station
Austin, Texas 78711-2128

As a condition of employment, legal proof of authorization to work in the U.S. must be provided.

Requests for accommodation and/or services in the application process should be made to the above-cited contact.